

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
R399054

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1—Non-Sensitive <input type="checkbox"/> 3—Critical Sensitive <input type="checkbox"/> 2—Noncritical Sensitive <input type="checkbox"/> 4—Special Sensitive <input type="checkbox"/>		13. Competitive Level Code	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Wildlife Biologist (FC:51)	GS	486	9		4-19-99
e. Recommended by Supervisor or Initiating Office	Wildlife Biologist	GS	486	9		

16. Organizational Title of Position (if different from official title) 17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U. S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region III		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R399054 Fishery/Wildlife Biology Series, GS-482/486 TS-101, 1/91	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									

Full performance level GS-9

Supervisor Copy  
Employee copy  
OPF(L) Copy  
Classification Copy

Standard Position Description  
Wildlife Biologist, GS-486-9

R399054

Introduction

The incumbent serves as a Wildlife Biologist in a unit of the National Wildlife Refuge System. Duties include, but are not limited to:

A. Major Duties

- Develops plans to study and monitor wildlife populations for supervisor's approval and recommends and assists with implementation of specific management practices that affect wildlife populations on Service-owned lands.
- Develops plans to study and monitor wildlife habitat for supervisor's approval and recommends and assists with implementation of specific management practices that affect wildlife habitat on Service owned lands.
- Develops recommendations for plant and animal control activities, assists with their implementation and, through monitoring and evaluation, determines effectiveness and needs to adjust recommendations.
- Carries out all aspects of a wildlife survey and conducts short-term studies that require field data collection, data analysis and draft report preparation for supervisory approval. Report findings assist with the overall management of Service-owned lands and maximize benefits to biological resources.
- Conducts on-site environmental assessments and completes the documentation necessary to determine if project proposals are compatible with station purpose.
- Prepares technical reports and presentations on the station's biological program and serves as a technical liaison and coordinator with other Federal, state and local organizations.
- Maintains a high level of technical skill and knowledge that are necessary to assure that recommendations for the station's biological program are consistent with current published literature and other professionally endorsed practices.
- Coordinates and implements computerized applications for the inventory and analysis of biological information at the station.

950 points level 1-6

--Knowledge of agricultural and engineering terms, data, structures, facilities and procedures to work with professionals and technicians in those fields, to recognize the effect on resources, read and write reports, etc.

--Skill in verbally communicating technical information that is understandable by an array of audiences.

--Skill in planning that result in biologically based plans, procedures and schedules.

--Ability to supervise and train lower grade employees and volunteers.

275 points level 2-3

### 3. Guidelines:

275 points level 3-3

Guidelines are available in the form of technical manuals, administrative manuals, the statutory provisions of applicable legislation, precedent reports, various journals, and papers, policy memorandum, etc. Incumbent uses judgement to select, apply, and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity: 150 points *level 4-3*

Incumbent plans, conducts and reports on investigations to determine the effect of proposed projects on the wildlife resources of an area, and makes broad recommendations concerning these projects. Assignments are of moderate complexity. The factors to be considered vary with each assignment. Incumbent must use a high degree of judgement to select and interpret appropriate methods from a broad range of standard techniques and procedures when formulating specific work plans. Incumbent must use judgement to insure that tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect: 150 points *level 5-3*

The purpose of the work is to determine the impact of projects on the wildlife resources of an area. Work affects the efficiency of the unit and also may affect the activities of federal and state agencies.

6. Personal Contacts: *level 3*

Contacts are with professionals and technicians in the fields of engineering, biology, etc., federal and state agencies, private landowners, and the general public.

7. Purpose of Contacts: 110 points *level 6*

Contacts are for training and inspecting the work of others, conducting field investigations, explaining conservation or use requirements, monitoring activities, and establishing cooperative relationships.

8. Physical Demands: 20 points *level 8-2*

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment: 20 points *level 9-2*

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.

1950 points = GS-9